

Civil Service Commission

1055 MONTEREY STREET, SUITE D250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday March 28, 2012 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



AGENDA

MEMBERS OF THE COMMISSION
Jeannie Nix, President
Jay Salter, Vice President
William Tappan
Robert Bergman
Arthur Chapman

1. **Call to Order / Flag Salute / Roll Call**
2. **Public Comment Period**
Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.
3. **Minutes**
The following minutes are submitted for approval:
 - a. December 21, 2011 – Regular
 - b. January 10, 2012 – Special
 - c. January 11, 2012 – Special
4. **Reports**
 - a. Commission President
 - b. Commission Counsel
 - c. Commission Subcommittees
 - d. Commission Secretary
5. **Job Class Specifications – New**
 - a. Mental Health Nurse Practitioner
6. **Job Class Specifications – Revised**
 - a. Permit Technician
 - b. Crime Prevention Specialist
7. **Open Session: Civil Service Commission Procedural Guidelines: Revise and adopt procedural guidelines for the election of officers of the Commission (action)**
8. **Open Session: Discuss Commissioners adjourning to lunch together and past practice as it relates to the Brown Act**
9. **Open Session: Civil Service Commission Procedural Guidelines: Revise and adopt procedural guidelines for the placement of items on the agenda (action)**
10. **Adjournment**

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday December 21, 2011 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Jeannie Nix, President
Jay Salter, Vice President
William Tappan
Robert Bergman
Arthur Chapman

MINUTES

Present: President Jeannie Nix, Vice President Bill Tappan, Commissioner Art Chapman, Commissioner Robert Bergman, Commissioner Jay Salter

Staff: Commission Secretary Tami Douglas-Schatz; Commission Clerk Robin Mason

Counsel: Rita Neal, Commission Counsel

1. Call to Order/ Flag Salute/ Roll Call

President Nix called the meeting to order at 9:02 A.M. and led the flag salute.

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.

Kimm Daniels, General Manager of SLOCEA addressed the Commission. She thanked each of them for their integrity and efforts and wished them all the best in 2012. President Nix thanked Ms. Daniels for her efforts as well.

Being no further requests to speak, President Nix closed the public comment period.

3. Approval of Minutes

The September 28, 2011 Regular Meeting Minutes were reviewed by the Commission. Commissioner Tappan moved to approve the September 28, 2011 Minutes as submitted; Bob Bergman seconded; the motion carried 5-0-0.

The October 19, 2011 Special Session Minutes were reviewed. President Nix referred to page 3-B(1), item 3 of the packet and suggested the phrase "the closed session" be changed to "this closed session."

Rita Neal requested that the record show she was also present as Commission Counsel during the October 19, 2011 Special Session Meeting. Commissioner Bergman moved to approve the October 19, 2011 minutes as corrected; Commissioner Chapman seconded; the motion carried 5-0-0.

The October 20, 2011 Special Session Minutes were reviewed by the Commission. Commissioner Chapman moved to approve the October 20, 2011 Minutes as submitted; Commissioner Tappan seconded; motion carried 5-0-0.

3A(1)

Civil Service Commission

The October 26, 2011 Regular Meeting Minutes were reviewed. At Commissioner Bergman's request, Ms. Douglas-Schatz confirmed that the actual recordings of Commission Meetings are available online. Commissioner Chapman moved to approve the October 26, 2011 Minutes as submitted; Commissioner Bergman seconded; motion carried 5-0-0.

After review, President Nix stated she would entertain a motion to approve the following group of Special Session Minutes: October 27, November 1, November 8, and November 9, 2011. Commissioner Tappan moved to approve the group of Minutes as submitted; Commissioner Bergman seconded; motion carried 5-0-0.

4. Reports

Commission President

President Nix addressed the group regarding Michael Conger's comments at the December 12, 2011 meeting as well a memo (Attachment 1*) he provided the morning of the current December 21, 2011 meeting. Ms. Nix described that in his memo he commented on the Civil Service Commission Fiscal Year 2010-2011 Annual Report. Tami Douglas-Schatz explained that Mr. Conger was concerned that we are not hearing appeals in a 20-day timeline as described by the Civil Service enabling legislation. Ms. Douglas-Schatz stated further that Civil Service Rule 4.05(a), which was recently updated, addresses the issue of noticing hearings.

The commission discussed the 20 day period. Rita Neal stated that she would research the concerns addressed and will report back at the next meeting.

President Nix opened the discussion for public comment on the topic of appeals being heard within 20 days. Kimm Daniels, General Manager of SLOCEA, addressed the Commission and stated that 20 days is an inadequate amount of time to prepare for a hearing.

Commissioner Salter confirmed with Ms. Daniels that Mr. Conger is a member of the SLOCEA bargaining unit but that he has not raised the issue with SLOCEA.

President Nix requested that the HR Director and Commission Counsel draft a letter in response to Mr. Conger for the Commission to review at the next regular meeting.

Commission Subcommittees

President Nix reported on the two CSC Working Group meetings that she and Commissioner Tappan attended and expressed her concerns that the meetings may be a possible breach of the Brown Act. They discussed a letter they had written to two members of the Board of Supervisors on November 14, 2011 that outlined their concerns regarding the status of the ad hoc committee.

President Nix explained that she and Commissioner Tappan had received a written response from the Board of Supervisors, but did not feel it was appropriate to share it with the Commission at this time to maintain its confidentiality. Ms. Neal advised the Commission that any document can be made public as long as confidential information is redacted. Commissioner Tappan expressed his concern about not adhering to the recommendations made by the CSC Working Group regarding confidentiality.

3 A(2)

Civil Service Commission

Commissioner Bergman asked Ms. Neal if the ad hoc committee was in violation of the Brown Act; Ms. Neal responded that the CSC Working Group was not a violation of the Brown Act.

President Nix distributed the letter (Attachment 2*) they had written to two members of the Board of Supervisors on November 14, 2011 that outlined their concerns regarding the status of the ad hoc committee. She also distributed a Summary of Caution (Attachment 3*) that was provided by an undisclosed outside attorney; Ms. Neal offered to confer with the outside attorney.

Commissioner Bergman stated that he felt the Board of Supervisors' Response Letter should be provided.

President Nix opened the discussion for Public Comment. Kimm Daniels, SLOCEA General Manager addressed the Commission and referred to the August 3, 2011 meeting where the CSC Working Group was established and explained her concerns regarding to the status of the committee.

Being no further requests to speak, President Nix closed public comment period and brought it back to the Commission.

Commissioner Salter addressed the group and referred the August 24, 2011 meeting minutes, page 2, where it described the special purpose of the CSC Working Group as being in line with the desires of the Board of Supervisors. Commissioner Tappan and President Nix expressed their dissatisfaction with the Working Group and had requested that the Working Group be disbanded.

Rita Neal stated that the purpose of the Working Group was to strive for continuous improvement and expressed the desire to keep building on what progress was made.

After further discussion, the Commission decided to have President Nix and Vice President Tappan return to the Working Group so that the issues that were originally brought up could be discussed and resolved forthwith.

Commission Counsel

None.

Commission Secretary

Commission Calendar

Tami Douglas-Schatz distributed to the 2012 Commission Calendar for 2012 (Attachment 4*).

The Commission set February 6th and 8th to hear Appeal A10-011.

RFP Update

Ms. Douglas-Schatz provided an update on the RFP Process for outside counsel for hearings and stated the final date to accept proposals was December 23, 2011. President Nix and Commissioner Bergman agreed to serve on the RFP panel.

3A(3)

Civil Service Commission

CSC Draft Annual Report

Ms. Douglas-Schatz introduced Mark McKibben, Personnel Analyst. Mr. McKibben presented the fiscal year 2010-2011 CSC Annual Report (Attachment 5*).

Commissioner Chapman made brief, editorial suggestions. The Commission expressed their appreciation for the report. Mr. McKibben stated that the annual report would be submitted to the Board of Supervisors as a consent agenda item.

President Nix entertained a motion to approve the CSC 2010-2011 Annual Report as amended. Commissioner Bergman moved to approve; Commissioner Salter seconded the motion; the motion carried 5-0-0.

The Commission adjourned for a break at 10:51 A.M.

The Commission reconvened into Open Session at 11:09 A.M. President Nix moved to item 5 on the agenda.

5. Brown Act Training

Rita Neal, Commission Counsel held a training session regarding the Brown Act (Attachment 6*).

6. Adjournment

Being no further business, the meeting was adjourned by President Nix at 11:57 A.M.

** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*

3A(4)

ATTACHMENT 1

Michael Conger

December 21, 2011

Commissioner Nix County Government Center, Room 270
Commissioner Bergman San Luis Obispo, Calif. 93408
Commissioner Chapman
Commissioner Tappan
Commissioner Salter

SUBJECT: Comments regarding Item 4.d.iii (CSC Draft Annual Report) on your December 21, 2011 agenda.

Dear Commissioners Nix, Bergman, Chapman, Tappan, and Salter:

As I testified before your Commission last week, both state (Government Code Sec. 31108(a)) and local law (County Code Sec. 2.40.120(d)) show clear intent for civil service appeals to receive an expeditious hearing. The prescribed timeframe is 20 days.

Recommendation: Please include a measure for the number of days it takes an appeal to reach hearing after being filed. This measure will allow the Commission and the public to understand if employees are receiving due process in an appropriate amount of time. Presently, there appears to be no accountability for this metric.

Rationale:

- 1) **The law intends for appeals to be heard within 20 days.** It is abundantly clear that both state and local law intend for appeals to be heard within 20 days. Including a metric will allow your Commission and the public to know if this goal is being accomplished. If this goal is not being accomplished, the metric will allow the Human Resources Department to explain any aberration from the standard.
- 2) **This metric can be used to create results-based standards to measure due process.** By recording and reporting on the number of days civil service appeals take to reach hearing and/or other resolution, the Commission and the public can be provided with a quantifiable assessment of how expeditious the process is. The metric could also be used as part of the results-based budgeting process.
- 3) **Those denied rapid due process have no other avenue.** Appellants who have been denied due process through unnecessary delays and stonewalling could face both financial and emotional hardship. Presently, the Annual Report provides no metric to ensure that these people are receiving fair and judicious treatment.

Thank you for taking this recommendation into consideration as you discuss the Draft Annual Report.

Sincerely,



Michael Conger (employed as: Planner II, Planning and Building Department)

November 14, 2011

TO: Bruce Gibson, Frank Mecham; Warren Jensen; Rita Neal; Jim Grant; Tami Douglas-Schatz; Dan Buckshi
FROM: Jeannie Nix and Bill Tappan
SUBJECT: Work Group

Dear Work Group Members:

Commissioner Tappan and I will not be attending the meeting that is scheduled for November 17, 2011. Because of our concerns as stated below and progress toward better understanding between HR and CSC, we recommend that this work group be disbanded.

We were appointed by the Civil Service Commission (CSC) to meet with two Supervisors to gather facts specific to accusations serious enough to cause supervisors to call into question the integrity and behavior of the CSC. We are disappointed that the meetings have not produced the requested specific facts regarding the accusations brought against the CSC. Rather than the collaborative discussion hoped for, Bill and I have been repeatedly caught off guard and have not received advance information that the rest of the group had in preparation of the meetings. There seems to be an assumption of wrong doing by the CSC; and a focus on second guessing the motives, decisions and due process actions of the CSC.

We are concerned about the possible breach of the Brown Act related to the very composition of the work group and the nature of the proposed discussion. Attached is a summary of my notes from an attorney well-versed in Brown Act law whom I consulted after looking at references to permissible meetings of "Less Than a Quorum" (LTAQ) in the Brown Act. Seemingly the work group, as configured with active employee involvement; discussions of proposed ordinance changes; and a stated goal to impose inclusion of the HR Director in closed deliberations of the CSC, is addressing matters that require discussion at a public meeting.

To properly fulfill the very critical role of a neutral CSC where management and employees can go to present issues related to employment grievances and disciplinary actions, the CSC must have independence. Such independence includes the ability to deliberate in closed sessions with only the commissioners and CSC counsel present.

At the first Work Group meeting, reference was made to Civil Service Procedural Guidelines section III Commission Staff; item A *"The Personnel Director or his/her representative and staff shall be present at all meetings of the Commission."* That guideline, rather than meaning that the "Personnel Director" "shall" be included in commission deliberations, that guideline instead refers to the role of the Personnel Director as administrative support to the commission. In that role, the "Personnel Director" is a critical participant during regular meetings open to the public as well as during meetings closed to the public to protect the privacy of personnel matters brought to the Commission for adjudication. The term "meeting" either open to the public or closed to the public contrasts significantly with the term "closed session" as used to refer to times when the CSC retires from the "meeting" for the purpose of deliberating on facts and rendering decisions.

The CSC has repeatedly, publicly and sincerely expressed our intention to work cooperatively, efficiently and effectively with the HR Director. The CSC has received clarification regarding HR authorization for any "special projects" outside the normal grievance / appeals hearing process. The CSC was never previously advised or aware of such a requirement. The CSC and the HR Director can now move forward

to assure compliance with the direction of the Supervisors and clarify any questions on a case by case basis directly between the CSC and HR.

Clearly the Board of Supervisors, the CSC and HR Director all desire a positive working relationship. While there are differences of opinion on some issues, we believe that building a better relationship will best occur directly between HR and CSC. We hope that Tami would first bring any future concerns directly to the commission so that we can work together to reach a mutually satisfactory resolution.

Being mindful of reported complaints of Department Heads that they perceived CSC bias, Bill asked CSC Counsel, Rita Neal, 3 times for specifics regarding these complaints. Our desire is to understand what their concerns were. I reviewed 4 cases heard by the CSC over the past year. The matters of bias or lack of due process were accusations that astonished me, so I sought insights to help improve my work on the Commission. In cases of discipline, the Department has the burden of proof (51%). Why, with my background as an executive director, did I find that the burden of proof was not met?

Two of the four appeals that I reviewed resulted in finding in favor of the appellant; one found partially in favor of the appellant; and one found in favor of the department. In the case that upheld the department's termination, the CSC found that the department had done an excellent job of progressive discipline. In the other three cases, multiple factors, different in each case, the CSC found that the department had either made mistakes in the investigation / discipline process and /or lacked sufficient substantiation to meet their burden of proof. After carefully considering all the factors and recalling the evidence, I would not change my vote in any of the cases that I reviewed.

While the inclination of Departments / HR / the Board of Supervisors may be to question the CSC when they disagree with a decision, we firmly believe the CSC must make independent decisions based on the evidence before us in a hearing. We would hope those Departments / HR and the Board of Supervisors would look carefully into the processes and information they rely upon to discipline employees to provide evidence that meets their burden of proof.

Because of our above stated concerns and current progress toward better understanding between HR and CSC, we recommend that this work group be disbanded.

SUMMARY OF CAUTION

[Jeannie Nix notes regarding consultation with an attorney]

The attorney expressed concern that the "working group" comprised of two county supervisors, three county executives, and two civil service commissioners is a separate legislative body subject to the Brown Act.

Under Government Code 54952(b) "legislative body" includes a "commission, committee, board, or other body of a local agency ... created by ... formal action of a legislative body." Both the board of supervisors and the civil service commission are legislative bodies. Code 54952(b) has a "Less Than A Quorum" exception for ad hoc advisory committees, composed solely of the members of the legislative body that are less than a quorum.

The SLO board of supervisors met in closed session under code 54956.9(b) to receive advice from its legal counsel regarding pending litigation. The subject of the closed session was not identified. After this, meetings occurred between four individual supervisors and their respective appointed commissioners. Each supervisor told their individual commissioner that according to the HR Director the commission was out of control and that there had been a complaint about commissioners' conduct in an appeal hearing. The specifics of the complaint were not identified.

Concern was expressed over the commission's legal expenses for disciplinary hearings. Neither the quality of the work, nor the need or the time required for any particular item was questioned. The HR Director sent a memo (not attorney-client privileged) to the commission questioning its calling of a witness. This prompted the commission to ask for advice on its authority to consider whether or not this was correct.

The commission discussed these meetings with their respective supervisors at its 8/3/11 regular meeting. As commission president, I read into the record my notes on the meeting I had with the board chair and distributed a discussion outline of concerns and issues. The matter was placed as an item for discussion on the agenda for the commission's next regular meeting. At the 8/24/11 meeting, the HR Director, at the direction of the board, of supervisors, informed the commission that the board had created a sub-committee composed of two supervisors to meet with representatives of the commission to discuss complaints and develop a positive working relationship.

The commission approved a committee in public session and appointed two commissioners to meet with two supervisors. It is unclear whether the Board members approved a committee in public session and appointed its two members who are now serving. Whether representatives of county administrator, county counsel, and HR are acting in an advisory capacity to supervisors and commissioners or as members of the body is unknown. The critical factor is participation in decisions, e.g. voting.

To preserve the "Less Than A Quorum" exception, it is important that a committee of the commission be composed solely of commissioners less than a quorum to meet with a similarly composed less than a quorum committee of board members. An entity composed of commissioners and supervisors (or other county officials as voting members) does not qualify for the LTAQ exception and is subject to the Brown Act.

Two committee meetings have occurred. At the September 28, 2011, commission meeting, it was reported that there was nothing to report regarding the "working group" because the group had been instructed not to report to the commission (apparently until decisions have been made). Presumably, this instruction was to preserve the confidentiality of privileged information related to litigation and to protect personnel privacy. This raises the question whether the "working group" is a separate county advisory body created by the board of supervisors and not a meeting of two separate "Less Than A Quorum" committees.

If the working group is a separate county advisory body, it must comply with the Brown Act including agenda preparation, public discussion of general items of business (for example, ordinance amendments) and noticed closed meetings to preserve confidentiality of litigation and personnel matters.

It is prudent for the commissioners who are part of this "working group" to get a written legal opinion on the following questions:

1. Is the "working group" a body subject to the Brown Act?
2. Was the working group lawfully created? If so, was the Board required at a regular board meeting to disclose the action creating the group and establishing its function?
3. Was there a complaint against an "employee" as defined by the Brown Act? If so, was notice required under code 54957(b)(2)? Members of legislative bodies, for example, commissioners, are not considered "employees" for purposes of 54957. However, under (b)(4), "employee" includes "an officer or an independent contractor who functions as an officer ... but not other independent contractors."
4. If the working group is a body subject to the Brown Act:
 - a. Did the members of the group discuss matters that should have been discussed at a noticed public meeting?
 - b. If so, do any of the members face criminal liability under code 54959 for depriving the public of information to which it is entitled?

Civil Service Commission

COUNTY GOVERNMENT CENTER ♦ 1055 MONTEREY STREET, SUITE D-250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959



Civil Service Commission 2012 Regular Session Meeting Dates

MEMBERS OF THE COMMISSION

Jeannie Nix, President

Bill Tappan, Vice President

Robert Bergman

Jay Salter

Art Chapman

Regular monthly meetings are held on the 4th Wednesday at 9:00 A.M.

at 1055 Monterey Street, Suite D-271, San Luis Obispo.

January 25, 2012

February 22, 2012

March 28, 2012

April 25, 2012

May 23, 2012

June 27, 2012

July 25, 2012

August 22, 2012

September 26, 2012

October 24, 2012

*November 14, 2012

*December 19, 2012

* Adjusted due to holiday

Note: If extenuating circumstances arise, following prior authorization from the Commission President and with compliance to the Brown Act, the meeting date / time / location may change.

Annual Report FY 2010/2011

San Luis Obispo County Civil Service Commission



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Submitted by the Human Resources Department

Authority and Purpose

The County Civil Service Commission shall prescribe, amend, repeal and enforce rules for the classified service, which shall have the force and effect of law, shall keep minutes of its proceedings and records of its examinations and shall, as a board or through a single Commissioner, make investigations concerning the enforcement and effect thereof and of the rules and efficiency of the service. It shall make an annual report to the Board of Supervisors.

Additionally, the Human Resources Director, under general supervision of the Commission, shall administer the civil service system pursuant to the rules adopted by the Commission, advise the Commission upon civil service matters.

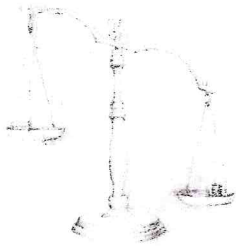
County Code, Title 2 Administration and Personnel Chapter 2.40 Civil Service System

2.40.010 Adoption. There is established in the County a civil service system to be governed by the provisions set forth in this chapter and in the County Civil Service enabling law.

Human Resources Mission Statement

We attract, select, develop, and retain a talented and diverse workforce through strategic collaboration. We provide high quality and cost effective programs to cultivate a healthy, safe and productive work environment to maximize individual and organizational potential.

- Jeannie Nix, President, Supervisor Adam Hill, District 3
- William Tappan, Vice-President, Supervisor Paul Teixeira District 4
- Robert Bergman, Commissioner, Supervisor Frank R. Mecham, District 1
- Arthur Chapman, Commissioner Supervisor Bruce S. Gibson, District 2
- Jay Salter, Commissioner, Supervisor James Patterson, District 5



CSC Rules Update

The Commission's rules negotiator led three meet and confer sessions with representatives of the county's employee associations to finalize the work completed in FY 2009-10 by the Commission's rules subcommittee.

Meet and Confer sessions were held on:

- December 1, 2010
- December 15, 2010
- April 13, 2011

The completion of the meet and confer sessions this FY allows for the adoption of the new rules in FY 2011-12

Accomplishments Include:

- Received and reviewed input from the employee associations, management representatives and Human Resources staff.
- Completed negotiations with the various employee associations and directed Human Resources staff to prepare final draft rules for adoption in FY 2011-2012. Highlights include:
 - Allowance for the extension of probationary periods
 - Streamlined employee grievance procedure
 - Clarified the circumstances that allow an employee to appeal his/her rejection during probation.

Appeals and Grievances

Rejected by Human Resources (Timeliness, non-appealable or non-grievable issues)	3
Resolved prior to Commission (withdrawn, dismissed, resolved per agreement)	6
Pending	5
Findings and Decisions	3
Total Grievances and Appeals filed	17

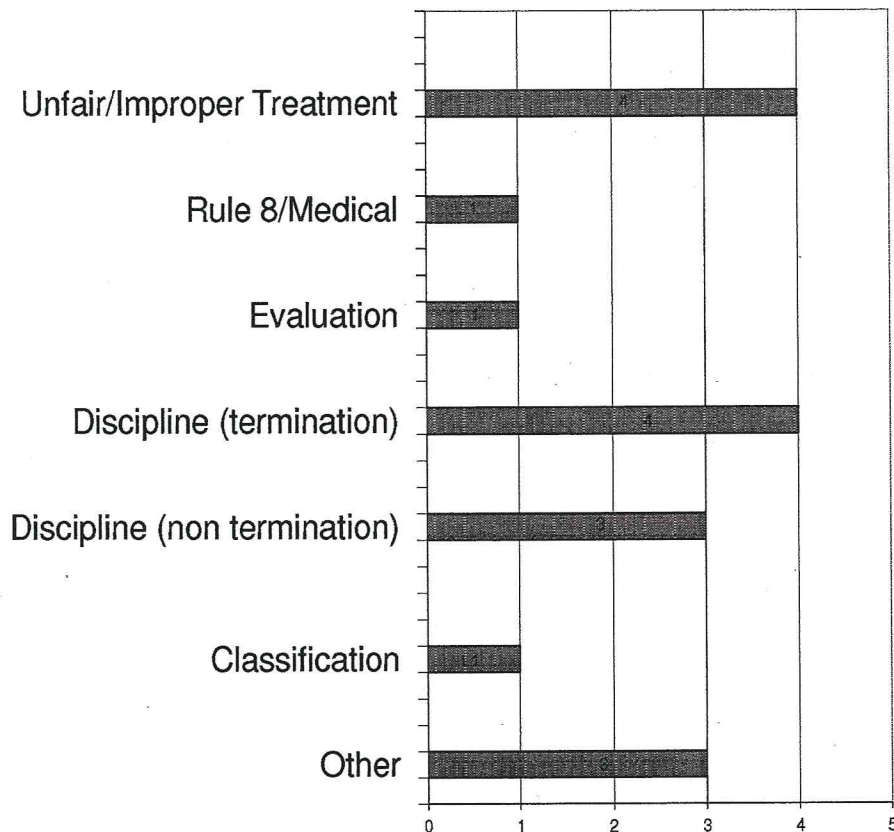
**Statistical Summary
Grievances and Appeals
Filed by Department**

	Allocations	10/11	09/10	08/09	07/08	06/07
Administrative Office	12	0	7*	0	0	0
Agricultural Commissioner	42	0	0	0	0	0
Animal Services	19	0	0	0	0	0
Assessor	80	0	1	1	1	0
Auditor-Controller	39.5	1	0	0	0	0
Board of Supervisors	12.5	0	0	0	0	0
Child Support Services	41.75	0	0	0	0	0
Clerk-Recorder	22.5	0	0	0	0	0
County Counsel	21.25	0	0	0	0	0
District Attorney	95.5	0	0	0	0	0
Drug & Alcohol Services	39.5	0	0	1	0	0
Emergency Services	5.25	0	0	0	0	0
Farm Advisor	5	0	0	0	0	0
General Services	177	1	1	2	3	0
Grand Jury	0.5	0	0	0	0	0
Health Agency	365.5	1	5	11	1	5
Human Resources	22	0	0	0	0	0
Information Technology	76.25	0	0	0	2	2
Library	73.5	2	0	1	0	0
Organizational Development	2	0	0	0	0	0
Planning and Building	90.25	2	1	1	0	0
Probation	145.75	2	3	2	1	2
Public Works	194.25	0	0	2	1	1
Sheriff - Coroner	368	2	4	1	2	1
Social Services	420.75	4	2	0	5	9
Treasurer/Tax Collector	28	1	0	0	0	1
Veterans Services	4	0	0	0	0	0
Other		1				
Total Grievances and Appeals		17	24	22	16	21

* all 7 grievances filed by one employee

The number of grievances and appeals filed with the Human Resources Department in FY 2010-11 dropped significantly from the two previous fiscal years.

**Statistical Summary
Grievances and Appeals
Filed by Type**

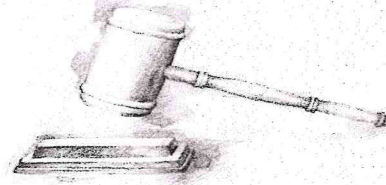


The Commission's rules outline the procedure for resolving employment disputes prior to requesting a hearing.

This fiscal year 9 of 17 grievances and appeals that were filed with Human Resources were resolved without the need for a hearing before the Commission.

Commission Meetings

- July 28, 2010 Regular Session
- August 25, 2010 Regular Session
- September 22, 2010 Regular Session
- October 27, 2010 Regular Session
- December 15, 2010 Regular Session
- January 26, 2011 Regular Session
- February 23, 2011 Regular Session
- March 23, 2011 Regular Session
- April 27, 2011 Regular Session
- May 10, 2011 Special Session
- May 11, 2011 Special Session
- May 25, 2011 Regular Session
- June 2, 2011 Special Session
- June 14, 2011 Special Session
- June 28, 2011 Special Session



The Civil Service Commission meets in Regular Session each month on the 4th Wednesday unless circumstances necessitate another date. Special meeting dates are reserved by the Commission primarily for hearings of appeals and/or grievances.

Staff to the Civil Service Commission

- **Tami Douglas-Schatz**
Human Resources Director and Commission Secretary
- **Shannon Matuszewicz, Shane Stark, & Rita Neal**
Commission Attorney
- **Carol Hill & Robin Mason**
Commission Clerk

Commission Action

CLASSIFICATION PLAN

- Approved nine new/revised job specifications, involving fourteen job classes affecting approximately 150 positions.
- Human Resources Analyst staff completed nine position studies during the "open window" period, resulting in three positions being reclassified.

HEARINGS

- Presided over a disciplinary hearing regarding the demotion of a county employee, ruling in favor of the appellant.
- Heard testimony in a multiple day hearing related to the termination of a county employee. The Commission issued a finding that reinstated the employee and issued a suspension.
- Reviewed findings and decisions of a disciplinary appeal which was remanded back to the Commission from Superior Court. The Commission reconsidered the matter and upheld its original determination.
- Presided over a disciplinary hearing regarding the termination of a county employee, ruling in favor of the respondent.
- Heard testimony on pre-hearing matters involving a future hearing regarding a Peace Officer.

CSC RULES

- Received and reviewed the final amendments to the County's Civil Service Rules as recommended by the rules update committee.
- Completed the meet and confer process with the County's employee associations.

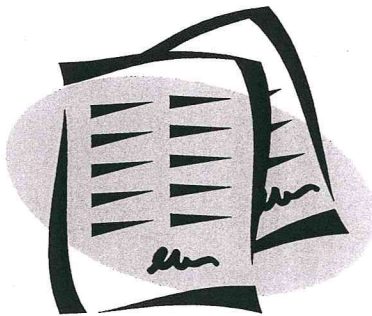
OTHER BUSINESS

- Drafted and approved performance criteria for the position of Commission Secretary.
- Received updates on the activities of the Employee University.
- Received the results of merit system review conducted by Cooperative Personnel Services.
- Approved Jeannie Nix as President and Bill Tappan as Vice-President.

Job Class Specifications Review Activity

- Sheriff's Correctional Deputy
- Sheriff's Senior Correctional Deputy
- Sheriff's Correctional Sergeant
- Sheriff's Correctional Lieutenant
- Property Transfer Technician I, II, III
- Supervising Property Transfer Technician
- Assessment Technician I, II, III, IV
- Assessment Technician Supervisor
- Nutrition Services Program Manager

*Approximately
560 job classes
exist in the
County of San
Luis Obispo*



Summary
9 specifications
14 classifications
149 positions

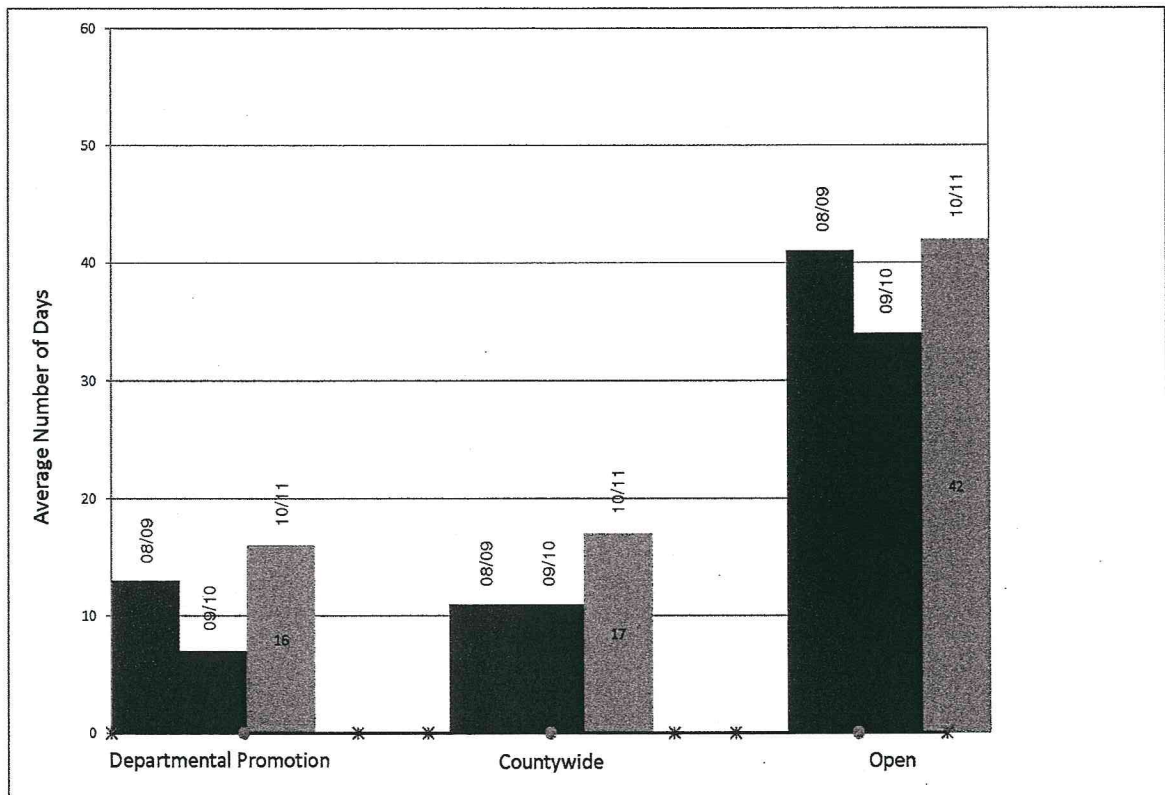
Summary of Recruitment Activity

Summary of Recruitment Activity (Regular Recruitments)				
July 1, 2010 through June 30, 2011				
Application Summary		FY 10/11	FY 09/10	FY 08/09
	Applications	4,661	5,548	4,111
	Requisitions	75	98	95
Requisitions by Category				
	Permanent	62	84	84
	Temporary	9	8	6
	Substitute	4	6	3
Requisitions by Type				
	County Wide Promotional	2	7	12
	Departmental Promotional	22	29	28
	Lateral Transfer	2	0	0
	Open	49	62	55
Hiring Activity				
	Total Hires	273	268	373
	Permanent	96	111	151
	Temporary	177	157	222

The Rules of the Commission that govern the County's recruitment process are in place to ensure that all examinations for employment are fair, impartial and consistent with merit system principles.

Promotional recruitments accounted for 35% of the total recruitments in FY 2010-11

**Average Number of Days to Produce
Eligible Lists
By Recruitment Type**



The Rules of the Commission direct the establishment, certification and duration of the lists of candidates eligible for employment with the County.

On average, County departments were provided certified eligible lists within 25 days from the end of the application period.

**Statistical Summary
County Workforce, US Census and
Applicant Pool Demographics**

Gender	Female	Male	Total					
Workforce (as of July 1, 2011)	56.60%	43.40%	2,375					
Applications	55.21%	41.76%	4,661 ¹					
US Census Bureau (County of SLO - 2010)	48.70%	51.30%	269,637					
Race	White	Hispanic	Black	Other	Asian/ Pacific Islander	American Indian/ Alaskan Native	Filipino	TOTAL
Workforce (as of July 1, 2011)	84.37%	11.49%	1.61%	0.00%	2.21%	0.32%	0.00%	2,175
Applications	69.95%	17.92%	2.13%	2.47%	2.87%	0.97%	1.63%	4,661 ³
US Census Bureau (County of SLO - 2010)	71.10%	20.80%	2.10%	3.8% ²	3.30%	0.90%	0.00%	269,637
Age	Under 20	20-29	30-39	40-49	50-59	60 and Over	TOTAL	
Workforce (as of July 1, 2011)	0.00%	6.70%	18.16%	27.29%	35.55%	12.30%	2,175	
	Under 21	21 - 29	30 - 39	40 - 49	50 - 59	60 and Over	TOTAL	
Applications	1.77%	25.80%	25.08%	21.25%	19.68%	4.40%	4661 ⁴	
	Under 20	21 - 29	30 - 39	40 - 49	50 - 59	60 and Over	TOTAL	
US Census Bureau (County of SLO - 2000)	23.40%	16.50%	10.70%	12.70%	15.10%	21.50%	269,637	

¹ 3.02% did not respond

² Persons reporting two or more races

³ 2.06% did not respond

⁴ 2.01% did not respond

While not a legal mandate, the County collects data on race and gender to identify groups which may be underrepresented in County employment.

- **56.6% of the County's workforce is female**
- **62.8% of County's workforce is between 40-59 years of age**
- **50.9% of applicants during FY 10/11 were between the ages of 21-39**

**Civil Service Commission, 1055 Monterey Street, Suite D-250, San Luis Obispo, CA 93408
805-781-5959, Human Resources Department, www.slocounty.ca.gov/hr**

COUNTY ORDINANCE
INFORMATION LOCATED ON
www.slocounty.ca.gov/hr

Chapter 2.40 CIVIL SERVICE SYSTEM

- [2.40.010 Adoption.](#)
- [2.40.020 Commission--Creation--Membership.](#)
- [2.40.030 Compensation for commission members.](#)
- [2.40.040 Operating funds.](#)
- [2.40.050 Contracting for examinations.](#)
- [2.40.060 Classified and unclassified service.](#)
- [2.40.070 Duties of commission and personnel director.](#)
- [2.40.080 Commission rules.](#)
- [2.40.090 Vacancies in peculiar positions.](#)
- [2.40.100 Examination requirements.](#)
- [2.40.110 Discrimination prohibited.](#)
- [2.40.120 Reductions, suspensions and dismissals.](#)
- [2.40.130 Employee status.](#)
- [2.40.140 Prerequisites to salary payment.](#)
- [2.40.150 Veteran's preference.](#)

Civil Service Commission on-line at www.slocounty.ca.gov/hr/csc

Residents and Visitors | Business | Health and Well Being | Law and Justice | Government | Emergency

San Luis Obispo County
CALIFORNIA

Tuesday, September 14, 2010

Search Advanced Search

Human Resources
Tami Douglas-Schatz
Director

> County Home Page > Human Resources Department > Civil Service Commission






Civil Service Commission

Click on a link below to access CSC documentation

- Overview
- Agendas/Minutes/Recordings
- Civil Service Rule Update
(contact HR at 781-5959)
- Commission Members
- Appeal Forms
- Grievance Forms
- 2010 Calendar
- Governing Rules/Ordinances

Printer Version

Civil Service Commission 2010
The Commission is comprised of members appointed by the Board of Supervisors. The Commissioners serve four year terms and remain on the Commission until a successor is selected.

 Robert Bergman District 1 Appointee	 Jeannie Nix District 3 Appointee
 Jay Salter District 5 Appointee	 Arthur Chapman President District 2 Appointee
	 William Tappan District 4 Appointee

Online Services
Select a service -> Go

The Ralph M. Brown Act

Civil Service Commission
December 21, 2011

Brown Act Policy Declaration

- Government Code section 54950 provides, in relevant part, that "It is the intent of the law that their actions be taken openly and their deliberations be conducted openly."
- Exceptions are those matters that are subject to closed session

Duties of the Civil Service Commission

- Duties are set forth in Chapter 2.40 of the County Ordinance
- "The commission shall prescribe, amend, repeal and enforce rules for the classified service..."
- The duties of the Commission, therefore, provide a general guideline for matters that can be heard and considered and matters that can be taken up in closed session

Balancing The Public's Right To Know
with the Efficient Conduct of Business

- Must assure full participation of the public
- Must preserve the integrity of the decision making process
- Should not be used as a mechanism for hindering efficient and orderly meetings
- Must not impede the effective operation of government

Who is Subject to the Brown Act?

- Applies to the legislative bodies of local agencies and includes virtually every type of public commission, subsidiary committee, board, task force, council, and agency
- If created by formal action of the governing board, it is a legislative body
- This is true whether the body is permanent or temporary, decision-making or advisory
- But...there are exceptions

Subject to the Brown Act or Not?

- Board of Supervisors – Yes
- Civil Service Commission - Yes
- Commissions and Committees created by the BOS and CSC – Sometimes yes, sometimes no

Subject to the Brown Act or Not?

- Standing Committees – Yes
 - Members of a legislative body
 - Which have either
 - Continuing subject matter jurisdiction; or
 - A meeting schedule fixed by charter, ordinance or resolution or formal action of a legislative body
 - Examples: Executive Committees, Finance Committees, Rules Committees

Subject to the Brown Act or Not

- Temporary Advisory Committees – No
 - Composed of less than a quorum
 - Serves a limited or single purpose
 - Is not perpetual and will be dissolved once task is completed
 - Examples: interview panels, working groups

Agendas

- Agenda must list the items to be considered in general language
- Items off agenda may not be discussed; no action may be taken on such items . . . except
 - Commission Members may report on their activities,
 - In response to public comment on a non-agenda item
 - Brief questions may be asked
 - Staff can be requested to respond
 - Item can be placed on future agenda

Agendas (cont.)

- Items that need immediate attention
 - Came up after 72 hour noticing period
 - 2/3's of members vote there is need for immediate action

Agenda Posting Requirements

- Must be posted in an area freely accessible to the public 24 hours/day
- Regular Meetings: must be posted at least 72 hours in advance of a meeting
 - Inside a bulletin board
 - Internet posting alone is inadequate
- Special Meetings: must be posted 24 hours in advance
- **Practical Pointer:** Agendas take time to plan, set and create.

Public Participation

- General comments within the Commission's purview must be allowed (i.e. within the purview set out by the Board of Supervisors)
- Public comment on each agenda item must be allowed
- Length of any person's public comment may be limited by Commission rule

Closed Session

- Closed sessions limited to specific matters designated by law – litigation, real estate negotiations, public employment, labor negotiations
- Must be briefly described on the agenda with specific statutory exemption identified
 - General language and samples provided in the Act

Closed Session (cont.)

- Purpose of closed session is to allow the legislative body to discuss confidential information with legal counsel and staff.
- Closed sessions are allowed so as to discuss, in private, those matters that may otherwise prejudice or compromise the legal or negotiating position of the legislative body.

Closed Session (cont.)

- Closed sessions are limited by:
 - Duties as set out by Board of Supervisors
 - Specific sections within the Brown Act
- CSC may go into closed session for the following reasons:
 - Disciplinary and Grievance Hearings
 - Rules Negotiations
 - Pending Litigation or Anticipated Litigation (limited to matters within the scope of authority of the CSC)

Closed Session (cont.)

- Reporting Out
 - Act identifies certain issues that must be reported out of closed session if final action is taken
 - Examples: settlement of litigation, agreement to purchase property
- Prohibition Against Discussing Information Discussed in Closed Session

When Can Meetings be Held?

- "Regular meetings" – occurring at dates, times, and location set by resolution, ordinance, or other formal action by the legislative body.
- CSC Rule states that Commission shall hold "at least one regular meeting in January of each year and at such other times throughout the year for the conduct of Commission business."
- "Special meetings" – called by presiding officer or majority of the legislative body to discuss only discrete items on the agenda.

Meetings (cont.)

- "Emergency meetings" – held only when prompt action is necessary due to the actual or threatened disruption of public facilities; may be held without notice in emergency situation There are post-meeting posting requirements
- "Adjourned meetings" – regular or special meetings that have been adjourned or re-adjourned to a time and place specified in the order of adjournment

What Constitutes a Meeting?

- "...any congregation of a majority of the members...at the same time and place to *hear, discuss, or deliberate* upon any item that is within the subject matter jurisdiction..."
- This definition is not limited to meetings where action is taken but also includes deliberative proceedings or any type of discussion about matters that may come before the Commission.

What Constitutes a Meeting (cont.)

- Regular Meetings, Special Meetings, Emergency Meetings and Collective Briefings
- Retreats, Workshops and Training
- Must always be noticed

What Constitutes a Meeting (cont.)

- Teleconferences
 - Members are in different locations
 - Connected via phone, skype, etc
 - Quorum must be in locations within jurisdiction (i.e. SLO County)
 - Each location must be identified in the notice and agenda
 - Each location must be accessible to the public

Serial Meetings/Collective Concurrence
Prohibited

- Effective January 1, 2009, the Act prohibits a majority of members of a legislative body from using a **"series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body."**
- "hub-and-spoke"
- "daisy chain"

Exceptions to Definition of Meeting
****Be Cautious****

- Individual contacts with constituents or members of the public
- Conferences or Outside Training (i.e. Ethics Training)
- Community Meetings
- Other Legislative Bodies
- Ceremonial Events

Exceptions to Definition of Meeting
****Be Cautious****

- Social or Informal Gatherings
- Highly Discouraged/Should be Avoided
- Examples: Gathering before hearings, lunches during hearings and meetings
- Alternative: Noticing on agenda the time and location of gathering/lunch and allowing the public to attend

Still Permitted . . . Separate Conversations With Agency Staff

- Separate conversations or communications between an employee or official of a local agency and members of its legislative body
- Purpose:
 - Efficiency/Effective Operation of Government
 - To answer questions or provide information regarding a matter within the subject matter jurisdiction.
 - Agency staff must not communicate to a member or members of the legislative body the comments or position of any other member or members.

Violations & Remedies

- Invalidation – court action by any interested person to invalidate certain actions of a legislative body
 - Must first request a "cure"
- Civil Action to Prevent Future Violations – court action by any interested person asking legislative body to stop or prevent violation
- Costs and Attorney's Fees – may be awarded if litigation is successful
- Criminal Charges – may be brought against a member whose intent was "to deprive the public of information to which the member knows or has reason to know the public is entitled" by the Brown Act – rarely occurs

Avoiding Violations

- Regular Training
- Ask for advice and assistance from legal counsel and the Human Resources Director
 - HR Director is required pursuant to ordinance and rules to administer the CSC system and advise CSC upon civil service matters
 - CSC is provided with legal counsel
- We are here to help

QUESTIONS?

Thank you!

Civil Service Commission

1055 MONTEREY STREET, SUITE D250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

The San Luis Obispo County Civil Service Commission Special Session Meeting

Tuesday January 10, 2012 @ 10:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Jeannie Nix, President
Bill Tappan, Vice President
Robert Bergman
Jay Salter
Art Chapman

MINUTES

Present: President Jeannie Nix, Vice President Bill Tappan, Commissioner Art Chapman, Commissioner Bob Bergman, Commissioner Jay Salter,

Staff: Commission Secretary Tami Douglas-Schatz, Commission Clerk Robin Mason
Acting Commission Secretary Emily Dabner-Rutter (Closed Session only)

Counsel: Jayne Williams

1. Call to Order

President Nix called the meeting to order at 10:01 A.M. and led the flag salute.

2. Public Comment Period

President Nix addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period on any matter that is not listed on today's agenda. Being none, President Nix closed the Public Comment Period.

3. Commission Calendar

Tami Douglas-Schatz proposed that the Regular January 22, 2012 CSC Meeting be rescheduled due to unavailability of regular counsel Rita Neal. The Commissioners agreed to move the date to Thursday January 19, 2012 after they confirmed with their hearing counsel Jayne Williams to consolidate the Regular Meeting agenda with deliberations for the current appeal.

4. Closed Session (per Government Code Section 54957): Hearing and Deliberations regarding Appeal #A10-010

President Nix called the closed session hearing to order at 10:06 A.M. The hearing lasted all day but was not completed resulting in a continuance to the next special meeting on Wednesday January 11, 2012 at 9:00 A.M.

5. Adjournment

The meeting was adjourned at 4:31 P.M.

** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*

3 B(1)

Civil Service Commission

1055 MONTEREY STREET, SUITE D250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

The San Luis Obispo County Civil Service Commission Special Session Meeting

Thursday January 11, 2012 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Jeannie Nix, President
Bill Tappan, Vice President
Robert Bergman
Jay Salter
Art Chapman

MINUTES

Present: President Jeannie Nix, Vice President Bill Tappan, Commissioner Art Chapman, Commissioner Bob Bergman, Commissioner Jay Salter,

Staff: Acting Commission Secretary Emily Dabner-Rutter, Commission Clerk Robin Mason

Counsel: Jayne Williams

1. Call to Order

President Nix called the meeting to order at 9:04 A.M. and led the flag salute.

2. Public Comment Period

President Nix addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period on any matter that is not listed on today's agenda. Being none, President Nix closed the Public Comment Period.

3. Closed Session (per Government Code Section 54957): Hearing and Deliberations regarding Appeal #A10-010

President Nix called the closed session hearing to order at 9:05 A.M. The hearing lasted all day and was concluded. Deliberations to take place during closed session at the next Regular Meeting on Thursday January 19, 2012 at 9:00 A.M.

5. Adjournment

The meeting was adjourned at 4:45 P.M.

** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*



Human Resources Department

SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz,
Director

County Government Center, 1055 Monterey Street • Ste. D-250, San Luis Obispo, CA 93408

• Telephone: 805.781.5959 • Fax: 805.781.1044 • Email: hr@co.slo.ca.us

TO: Civil Service Commission

DATE: March 28, 2012

FROM: Ken Tasseff, Personnel Analyst

SUBJECT: New Class Specification – Mental Health Nurse Practitioner

RECOMMENDATION:

It is recommended that your Commission approve the new Mental Health Nurse Practitioner job specification as proposed.

DISCUSSION:

The County Behavioral Health Department administers a host of behavioral health programs providing a variety of critical services within our community. Those services include psychiatric assessment and care for clients with serious mental illness.

Traditionally, Nurse Practitioners have been allocated in the Public Health Department to provide medical assessments and care to clients. Currently, the Health Agency has assigned two Nurse Practitioners who have specialty training in Mental Health with emphasis on psychiatric assessment and provide services to our clients under the supervision of the Behavioral Health Medical Director. The Behavioral Health Department has found this model of using Nurse Practitioners in a psychiatric setting to be an effective model of care for clients. The County seeks to expand that model of care; however, the current Nurse Practitioner specification does not address the special training required or identify duties assigned in a psychiatric/mental health setting.

The Human Resources Department partnered with the Behavioral Health Department to research best practices in other Counties related to the use of Nurse Practitioners in a mental health setting. The result of that research showed that an effective organization and classification model included a specialized classification for Mental Health Nurse Practitioner (MHNP). The MHNP specifications we researched included the specialized duties and additional training required to practice and specialized duties assigned in a mental health setting.

The new Mental Health Nurse Practitioner specification uses the best elements of those specifications researched, tailored to the way duties are assigned and performed in the San Luis Obispo County Behavioral Health Department. The minimum qualifications for MHNP go beyond the traditional Nurse Practitioner specification and include the specialized training

5A(1)

required to perform psychiatric assessment and care. The new specification is written in the current approved format and includes the most contemporary, language in the knowledge and abilities sections. This new specification will support recruitment and retention efforts as the department expands this model of care.

OTHER AGENCY INVOLVEMENT:

The department has been involved in the development of these specifications and concurs with the specifications as proposed. The County Administrative Office and SLOCEA have reviewed the proposed specifications.

Attachments:

Mental Health Nurse Practitioner Specification – New
Psychiatric Services Organizational Chart

5A(2)

HUMAN RESOURCES DEPARTMENT
San Luis Obispo County

MENTAL HEALTH NURSE PRACTITIONER

DEFINITION:

Under the direction of the Behavioral Health Medical Director or designee, and with medical consultation and direction, performs mental health evaluations including psycho-social assessments of patients, establishes psychiatric diagnosis; orders and evaluates diagnostic tests and manages follow-up care; does other related work as required.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Performs comprehensive psychiatric evaluations including mental health status examinations, assesses current and past history of violence, suicidal or self-harm behavior, substance use/abuse, level of functioning, health behaviors, trauma, sexual behaviors, multigenerational family assessment and social and developmental history to identify the nature of the patients' illness and establishes psychiatric diagnostic based on current DSM Manual.
- Provides mental health services including crisis intervention and coordinates care with Primary Care Physician concerning mental health services for patients with serious mental illness and/or co-occurring physical disorders.
- Arranges for hospital admission of patients and/or facilitates the referral of clients to appropriate health facilities, agencies, and resources.
- Furnishes psychotropic medications under the supervision of a staff psychiatrist and in accordance with standardized procedures; educates patients and members of their support system; administers/distributes psychotropic medications and monitors patients' response(s) to medication.
- Evaluates and interprets findings of relevant mental health diagnostic and laboratory tests.
- Seeks physician consultation when deemed appropriate and as outlined in the Health Agency Standards of Practice for Nurse Practitioners as set forth in the California State Board of Nursing Business and Professions Code, Nursing Practice Act Section 2725 and further clarified in Title 16, CCR 4174
- Counsels patients and families regarding matters pertaining to their mental health; interprets policies and procedures for patients, families and visitors; advocates for the promotion of good physical and mental health.
- Provides emergency care until physician assistance can be obtained.
- Records and documents medical assessments, nursing/medical care administered and patient response.
- Serves in Departmental and related Committees as requested

5 A(3)

53
54 **EMPLOYMENT STANDARDS:**
55

56 **Knowledge of:**

- 57 • Laws and regulations governing Nurse Practitioner
58 • Advanced principles, practices, and techniques of professional nursing, psychiatric
59 assessment, diagnosis, treatment and follow-up of common mental disorders (per
60 current Diagnostic and Statistical Manual of Mental Disorder)
61 • Causes and treatment of mental and emotional illness
62 • Physical and mental symptoms associated with abuse, neglect and addiction
63 • Counseling and interviewing techniques
64 • Medical aspects of psychological problems; psychosocial behaviors in illness
65 • Psychoeducation methodologies to work with patients one-on-one or in groups
66 • Psychopharmacology including indications, reactions, interactions and contraindications
67 • Routine diagnostic and treatment techniques used in practicing primary care medicine
68 • Medicare and Medi-cal regulations
69 • Social and cultural differences
70 • Microsoft Office products (Word, Excel, Power Point and Outlook) needed to complete
71 required paperwork
72 • Current developments and trends in Mental Health Nursing
73 • Reporting laws on domestic violence, child and elder abuse, and neglect
74

75 **Ability to:**

- 76 • Perform mental health assessments including ordering, interpreting and evaluating
77 diagnostic tests and examinations
78 • Perform comprehensive multigenerational family assessments
79 • Work effectively as a team member in the delivery of mental health care services;
80 perform collaboration consultation with Staff Psychiatrists for more complicated
81 psychiatric problems
82 • Identify medical problems and psychiatric disorders; develop and implement treatment
83 plans
84 • Safely administer psychotropic medications
85 • Perform job duties under stressful conditions, analyze crisis situations accurately and
86 take effective action
87 • Observe and record symptoms and behaviors; collect, organize, record, and
88 communicate data relevant to primary health assessments, including a detailed family
89 and medical history
90 • Maintain control over own emotions while treating patients and families; maintain
91 professional boundaries when working with patients
92 • Maintain confidential information in accordance with legal standards and County
93 regulations
94 • Embrace and follow the Health Agency's policies, goals, guiding principles and Mission –
95 Vision – Values Statement
96 • Develop and maintain positive working relationships; communicate and work effectively
97 with others
98 • Foster a spirit of teamwork and support when interacting with staff and others
99 • Operate standard office equipment including a computer and assigned software
100 • Maintain a safe and orderly work area
101 • Work in a mental health setting and travel to various sites; respond to emergencies and
102 assist in restraining patients
103 • Read handwritten and printed materials; hear and talk to converse in person and by
104 telephone
105

5A(4)

106
107 **EDUCATION AND EXPERIENCE:**

108 Completion of a California State Approved Psychiatric/Mental Health Nurse Practitioner
109 program.
110

111
112 **LICENSES AND OTHER REQUIREMENTS:**

113 Pursuant to Section 2835 of the California Business and Professions Code, possession of a
114 license to practice as a Nurse Practitioner from the California Board of Registered Nursing is
115 required at the time of application and must be maintained throughout employment.
116

117 Possession of a Furnishing Number issued by the California Board of Registered Nursing is
118 required at the time of application and must be maintained throughout employment.
119

120 A valid driver's license is required at the time of application. A valid CALIFORNIA driver's
121 license is required at the time of appointment and must be maintained throughout
122 employment.
123

124
125 **ADDITIONAL INFORMATION:**

126 This class specification generally describes the duties and responsibilities characteristic of
127 the position(s) within this class. The duties of a particular position within a multi-position
128 class may vary from the duties of other positions within the class. Accordingly, the essential
129 functions of a particular position (whether it be a multi-position class or a single-position
130 class) will be identified and used by medical examiners and hiring authorities in the
131 selection process. If you have any questions regarding the duties or the working conditions
132 of the position, please contact the Human Resources Department at (805) 781-5959.
133

134
135 Adopted: 03/28/12
136
137

5A(5)

Behavioral Health - Operations

Organizational Chart (Overview)

01/30/2012

Health Agency

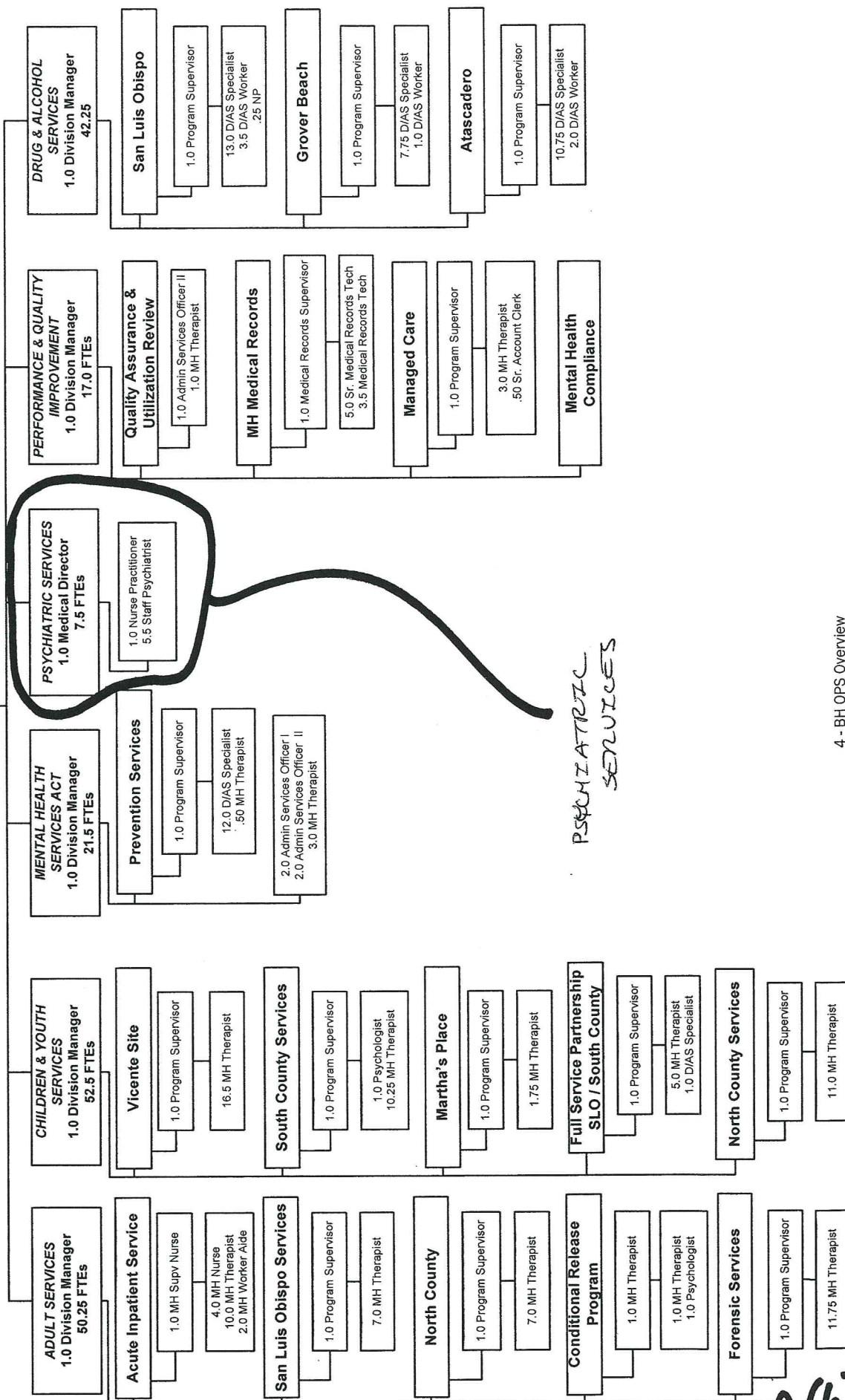
Admin Staff	5.0 FTEs
Drug & Alcohol	4.0 FTEs
Driving Under Influence	25.0 FTEs
Mental Health/MHSA	

Judith Vick
Patient Rights Advocate
10

Karen Baylor
H Administrator
1.0

ne Ahlquist
Secretary I
1.0

194.0 FTEs



PSYCHIATRIC SERVICES

5A(6)

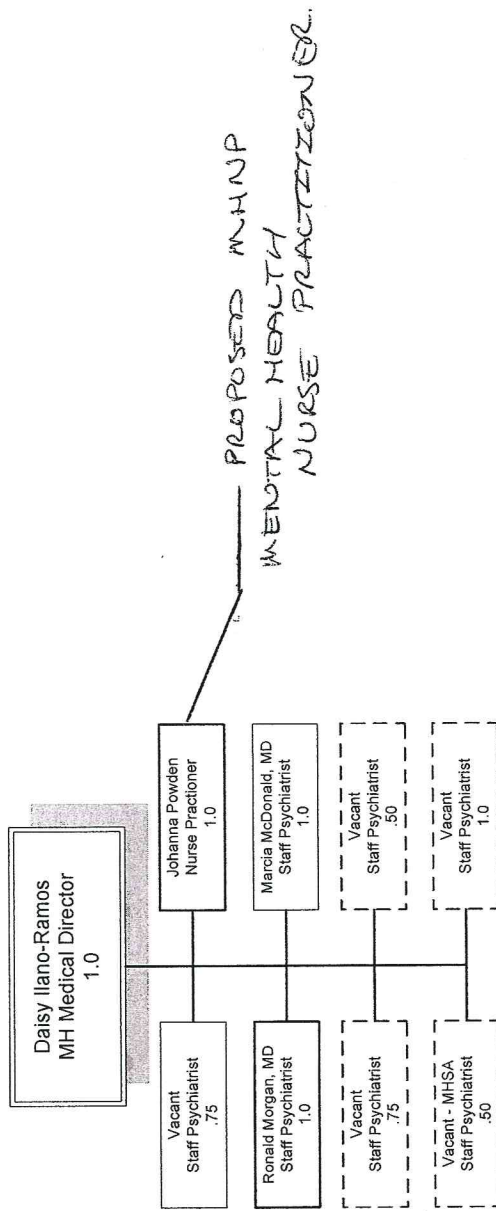
Behavioral Health – Psychiatric Services

Organizational Chart
(Detail)

01/30/2012

Health Agency

7.5 FTEs



5A(7)



Human Resources Department

SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz,
Director

County Government Center, 1055 Monterey Street • Ste. D-250, San Luis Obispo, CA 93408

• Telephone: 805.781.5959 • Fax: 805.781.1044 • Email: hr@co.slo.ca.us

TO: Civil Service Commission

DATE: March 28, 2012

FROM: Ken Tasseff, Personnel Analyst

SUBJECT: New Class Specification – Land Use Technician (Formerly Permit Technician)

RECOMMENDATION:

It is recommended that your Commission approve the updated and re-titled Land Use Technician job specification as proposed.

DISCUSSION:

During the past year, the Planning and Building Department has been developing and implementing organizational changes that will streamline operations in anticipation of future needs. These include succession planning to address a wave of anticipated retirements, consolidation of divisions into inter-disciplinary teams that leverage diverse talent, support cross-training, and balance resources to address customer expectations in an era of fewer resources. On February 14, 2012, the Board of Supervisors accepted a report from the department detailing their organizational and workforce planning strategies. In support of the organizational changes, County Human Resources, along with the Planning and Building Department is conducting a broad review of class specifications used in the department.

The Land Use Technician specification is an update and re-title of the current Permit Technician specification which was last revised in 2001. The specification is being updated for three primary reasons: 1) Update the representative duties, knowledge and skills sections to reflect the most current processes and standards in the field, 2) Update the minimum qualifications to be consistent with other paraprofessional classifications and allow college coursework as a qualifying prerequisite, 3) Update the title of the classification to better reflect the actual duties and to mirror the title used in similar classifications in other Counties.

6A(1)

OTHER AGENCY INVOLVEMENT:

The department has been involved in the development of these specifications and concurs with the specifications as proposed. The County Administrative Office and SLOCEA have reviewed and commented on the proposed specifications.

Attachments:

Permit Technician - Original Version
Permit Tech/Land Use Tech - Track Change Version
Land Use Technician - Final Version
Building Division Organization Chart

6A(2)

HUMAN RESOURCES DEPARTMENT
SAN LUIS OBISPO COUNTY

LAND-USE TECHNICIAN

DEFINITION: Under general supervision, performs a variety of paraprofessional duties in support of the Planning and Building department; receives, reviews and processes permits and applications; provides information to Planning and Building staff and the public; and performs other related work as required.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Provides information to builders, architects, engineers, contractors and the public about the construction permit, land use permit and land division application processes as well as construction inspection procedures and fees; directs applicants to appropriate individuals, agencies, or other sources necessary to complete the application process; notifies applicants of application status.
- Checks land use and land division applications for basic compliance with submittal requirements; coordinates the processing of applications.
- Reviews construction permit, land use permit and land division application packages for appropriate approvals.
- Calculates and reviews permit fees, collects fees and issues receipts; issues permits following established guidelines.
- Completes planning and building review approval process on plot and site plans to ensure code compliance; resolves moderately complex issues of compliance; reviews and approves plans and accompanying documents on over-the-counter permits; routes information to appropriate divisions within the department and outside agencies.
- Conducts research and provides land use, building and zoning information including land use development, permit history, contractor information and other technical information and data.
- Provides and interprets information from maps, easements and recorded information.
- Performs general administrative and technical duties in support of the Planning and Building Department; prepares a variety of written correspondence, reports and other written materials; distributes to departmental staff and various governmental offices.
- Conducts a range of related document control functions such as file, review, organize, index, scan and electronically archive building and land use permits and other related documents; files and catalogues maps, photos and other planning exhibits and documents.
- Assists in the maintenance of data in the permit tracking system, website and other information systems in the department; operates standard office equipment including computer and assigned software.

EMPLOYMENT STANDARDS:

Knowledge of:

- Methods and techniques of public contact and problem resolution
- Office operations, including record keeping and general clerical procedures
- Topographic maps and construction drawings

6 A(3)

- Basic computer software including those applications pertinent to the Planning and Building Department
- Applicable Federal, State and local laws, codes, regulations, policies, technical processes, procedures, and requirements related to building, engineering, land use, and/or urban planning, sufficient to answer questions and provide information to the public; applicable building codes, zoning and related laws and regulations
- Business mathematics and basic statistical techniques
- Planning and Building Department office organization, procedures and standards as well as strategic direction and goals; basic organization, procedures, operation and services of local government
- Current technological developments and industry trends in area of expertise
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills

Ability to:

- Understand and explain department policies, procedures, fees and basic planning and building codes and regulations to the public, permit applicants and staff
- Read and interpret simple construction plans and specifications, site plans and tentative maps
- Locate property based on legal descriptions or assessor parcel information
- Understand and apply construction codes and ordinances and land use regulations
- Calculate square footage, fees and/or penalties from plans, and fees for zoning permit applications
- Perform detailed, technical and specialized planning and zoning and/or permit support work
- Perform a full range of office and administrative support duties
- Operate an automated permit tracking system, including entering accurate application information, completing permit "signoff," and calculating fees; operate a computer and assigned office equipment
- Effectively prioritize workload in an environment of regular interruption
- Maintain record keeping and filing systems
- Establish and maintain effective working relationships with coworkers, county staff, property owners, developers, architects, engineers, contractors and the public
- Accurately perform basic mathematical and statistical calculations
- Communicate clearly and concisely, both orally and in writing
- Embrace and follow the Planning and Building department's policies, goals, guiding principles and Mission-Vision-Values Statements
- Foster a spirit of teamwork and support when interacting with staff and others
- Maintain a safe and orderly work area

EDUCATION/EXPERIENCE: Either A: Two (2) years of clerical level experience in planning, building, public works, construction, and/or a closely related field; OR B: Two (2) years of closely related coursework (60 semester units or 90 quarter units) at an accredited college or university; OR C: Any combination of the abovementioned experience or college level coursework that equals two years. (Possession of a current International Code Council (ICC) Permit Technician Certificate may substitute for one year of the required education/experience)

LICENSES/CERTIFICATES: Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver's license will be required at the time of appointment and must be maintained throughout employment.

6A(4)

106
107 This class specification generally describes the duties and responsibilities characteristic of
108 the position(s) within this class. The duties of a particular position within a multi-position
109 class may vary from the duties of other positions within the class. Accordingly, the
110 essential duties of a particular position (whether it be a multi-position class or a single-
111 position class) will be identified and used by medical examiners and hiring authorities in the
112 selection process. This information will also be made available for review at the time of any
113 recruitment for that position and at such other times as reasonably required
114
115 Adopted: 8-23-89
116 Revised: 04-25-01
117 Revised: 03-28-12 (Re-titled from Permit Technician)

6A(5)

**HUMAN RESOURCES DEPARTMENT
SAN LUIS OBISPO COUNTY**

PERMITLAND-USE TECHNICIAN

DEFINITION: Under general supervision, performs a variety of paraprofessional duties in support of the Planning and Building department; receives, reviews and processes permits and applications; provides information to Planning and Building staff and the public; and performs other related work as required.

~~**DEFINITION:** Provide information of a general and technical nature to the public concerning land use and construction permit requirements, construction codes, land use regulations, and construction inspection procedures; processes construction permit applications and issues construction permits; reviews plans for completeness and compliance with construction codes and land use regulations; and does other related work as required. General supervision is provided by higher level Department personnel. Technical or functional supervision may be provided by other Department technical and professional personnel.~~

DISTINGUISHING CHARACTERISTICS:

~~Positions in this class provide technical information and assistance to the public concerning permit processes and perform paraprofessional and clerical tasks in connection with the issuance of construction permits and land use permits.~~

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Provides information to builders, architects, engineers, contractors and the public about the construction and permit, land use permit and land division application processes, as well as construction inspection procedures, and fees; directs applicants to appropriate individuals, agencies, or other sources necessary to complete the application process; notifies applicants of application status.
- ~~Assists the public with information needed in order to file applications for construction and land use permits~~
- ~~Reviews construction drawings for completeness~~
- ~~Checks~~Checks land use and land division applications for basic compliance with submittal requirements; coordinates the processing of applications.
- Reviews construction and permit, land use permit and land division application packagepackages for appropriate approvals.
- ~~Calculates and reviews permit fees~~
- ~~Notifies applicant of application status~~
- ~~Issues construction and land use, collects fees and issues receipts; issues permits for which processing has been completed~~following established guidelines.
- ~~Directs the public to appropriate agencies; answers questions at the counter, over the telephone, and by mail~~
- ~~Explains procedures and reasons for corrections to construction drawings; maintains construction permit records, logs, and files~~
- ~~May check plans for code and land use compliance and issue permits for minor projects~~
- ~~Assists with related duties as required~~
- Completes planning and building review approval process on plot and site plans to ensure code compliance; resolves moderately complex issues of compliance; reviews

6 A(b)

and approves plans and accompanying documents on over-the-counter permits; routes information to appropriate divisions within the department and outside agencies.

- Conducts research and provides land use, building and zoning information including land use development, permit history, contractor information and other technical information and data.
- Provides and interprets information from maps, easements and recorded information.
- Performs general administrative and technical duties in support of the Planning and Building Department; prepares a variety of written correspondence, reports and other written materials; distributes to departmental staff and various governmental offices.
- Conducts a range of related document control functions such as file, review, organize, index, scan and electronically archive building and land use permits and other related documents; files and catalogues maps, photos and other planning exhibits and documents.
- Assists in the maintenance of data in the permit tracking system, website and other information systems in the department; operates standard office equipment including computer and assigned software.

EMPLOYMENT STANDARDS:

Knowledge of:

- Methods and techniques of public contact and problem resolution
- Office operations, including record keeping and general clerical procedures
- Knowledge of how to read ~~topographic~~ Topographic maps and construction drawings-is desirable
- ~~Knowledge of Basic computer software including those applications pertinent to the Planning and Building Department~~
- Applicable Federal, State and local laws, codes, regulations, policies, technical processes, procedures, and requirements related to building, engineering, land use, and/or urban planning, sufficient to answer questions and provide information to the public; applicable building codes, zoning and related laws and regulations
- Business mathematics and basic statistical techniques
- Planning and Building Department office organization, procedures and standards as well as strategic direction and goals; basic organization, procedures, operation and services of local government-is desirable
- Current technological developments and industry trends in area of expertise
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills

Ability to:

- ~~Establish~~ Understand and maintain effective working relationships with property owners, developers, architects, engineers, contractors, ~~explain~~ department policies, procedures, fees and the general public
- ~~Accurately perform basic mathematical calculations; communicate clearly~~ planning and concisely, orally ~~building codes and in writing; learn~~ regulations to read ~~the public, permit applicants and staff~~
- Read and interpret simple construction plans and specifications, site plans and tentative maps
- ~~Learn to understand~~ Locate property based on legal descriptions or assessor parcel information
- Understand and apply construction codes and ordinances and land use regulations
- ~~Learn how to locate property based on legal descriptions or assessor parcel information~~
- ~~Learn how to operate~~ Calculate square footage, fees and/or penalties from plans, and fees for zoning permit applications

6 A(7)

- Perform detailed, technical and specialized planning and zoning and/or permit support work
- Perform a full range of office and administrative support duties
- Operate an automated permit tracking system, including entering accurate application information, completing permit "sign-off" signoff," and calculating fees; operate a computer and assigned office equipment
- Effectively prioritize workload in an environment of regular interruption
- Maintain record keeping and filing systems
- Establish and maintain effective working relationships with coworkers, county staff, property owners, developers, architects, engineers, contractors and the public
- Accurately perform basic mathematical and statistical calculations
- Communicate clearly and concisely, both orally and in writing
- Embrace and follow the Planning and Building department's policies, goals, guiding principles and Mission-Vision-Values Statements
- Foster a spirit of teamwork and support when interacting with staff and others
- Maintain a safe and orderly work area

EDUCATION/EXPERIENCE: ~~Two years of increasingly responsible clerical experience involving extensive public contact.~~

EDUCATION/EXPERIENCE: Either A: Two (2) years of clerical level experience in a planning, building, public works, construction, and/or closely related field; OR B: Two (2) years of closely related coursework (60 semester units or 90 quarter units) at an accredited college or university; OR C: Any combination of the abovementioned experience or college level coursework that equals two years. (Possession of a current International Code Council (ICC) Permit Technician Certificate may substitute for one year of the required education/experience)

LICENSES/CERTIFICATES: Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver's license will be required at the time of appointment and must be maintained throughout employment.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required

Adopted: 8-23-89

Revised: 04-25-01

Revised: 03-28-12 (Re-titled from Permit Technician)

6A(8)

HUMAN RESOURCES DEPARTMENT
SAN LUIS OBISPO COUNTY

PERMIT TECHNICIAN

DEFINITION: Provide information of a general and technical nature to the public concerning land use and construction permit requirements, construction codes, land use regulations, and construction inspection procedures; processes construction permit applications and issues construction permits; reviews plans for completeness and compliance with construction codes and land use regulations; and does other related work as required. General supervision is provided by higher level Department personnel. Technical or functional supervision may be provided by other Department technical and professional personnel.

DISTINGUISHING CHARACTERISTICS:

Positions in this class provide technical information and assistance to the public concerning permit processes and perform paraprofessional and clerical tasks in connection with the issuance of construction permits and land use permits.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Provides information to builders, architects, engineers, contractors and the public about the construction and land use permit application processes, construction inspection procedures, and fees
- Assists the public with information needed in order to file applications for construction and land use permits
- Reviews construction drawings for completeness
- Checks applications for basic compliance with submittal requirements; coordinates the processing of applications
- Reviews construction and land use permit application package for appropriate approvals
- Calculates fees
- Notifies applicant of application status
- Issues construction and land use permits for which processing has been completed
- Directs the public to appropriate agencies; answers questions at the counter, over the telephone, and by mail
- Explains procedures and reasons for corrections to construction drawings; maintains construction permit records, logs, and files
- May check plans for code and land use compliance and issue permits for minor projects
- Assists with related duties as required

EMPLOYMENT STANDARDS:

Knowledge of:

- Methods and techniques of public contact and problem resolution
- Office operations, including record keeping and general clerical procedures
- Knowledge of how to read topographic maps and construction drawings is desirable
- Knowledge of basic organization and services of local government is desirable

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55
56 Ability to:

- 57 • Establish and maintain effective working relationships with property owners, developers,
58 architects, engineers, contractors, and the general public
59 • Accurately perform basic mathematical calculations; communicate clearly and concisely,
60 orally and in writing; learn to read and interpret simple construction plans and
61 specifications
62 • Learn to understand and apply construction codes and ordinances and land use
63 regulations
64 • Learn how to locate property based on legal descriptions or assessor parcel information
65 • Learn how to operate an automated permit tracking system, including entering accurate
66 application information, completing permit "sign-off" and calculating fees
67 • Maintain record keeping and filing systems
68

69
70 **EDUCATION/EXPERIENCE:** Two years of increasingly responsible clerical experience
71 involving extensive public contact.
72

73
74 **LICENSES/CERTIFICATES:** Certain positions within this classification may require driving.
75 When driving is an essential function of the position, a valid CALIFORNIA driver's license will
76 be required at the time of appointment and must be maintained throughout employment.
77

78
79 This class specification generally describes the duties and responsibilities characteristic of
80 the position(s) within this class. The duties of a particular position within a multi-position
81 class may vary from the duties of other positions within the class. Accordingly, the
82 essential duties of a particular position (whether it be a multi-position class or a single-
83 position class) will be identified and used by medical examiners and hiring authorities in the
84 selection process. This information will also be made available for review at the time of any
85 recruitment for that position and at such other times as reasonably required
86

87 Adopted: 8-23-89

88 Revised: 04-25-01

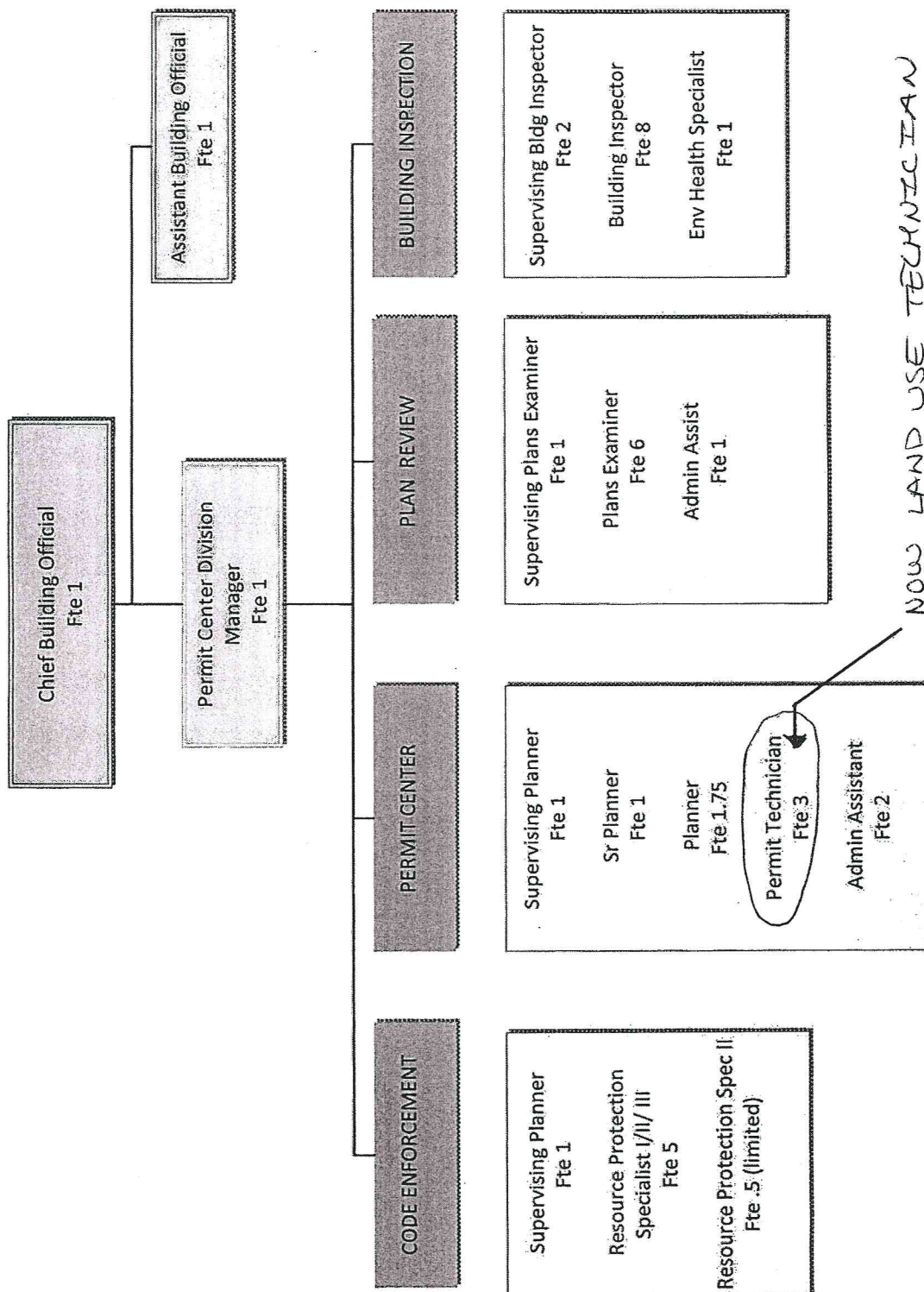
6 A (10)



BUILDING DIVISION

Organizational Chart by Position Detail

Chief Bldg Off - 1
Div Mgr - 1
ABO - 1
Supv Plnr - 2
Supv Pln Exam - 1
Supv Bldg Insp - 2
RPS - 5.5
Sr. Plnr - 1
Plnr - 1.75
Plans Exam - 6
Insp - 8
EHS - 1
PT - 3
AA - 3
Total 37.25



NOW LAND USE TECHNICIAN

6A(11)



Human Resources Department SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz,
Director

County Government Center, 1055 Monterey Street • Suite D-250, San Luis Obispo, CA 93408-2110 • Telephone 805.781.5959
• Fax 805.781.1044

To: Civil Service Commission

From: Mark McKibben, Personnel Analyst *MM*

Date: March 28, 2012

Subject: Revised Specification: Crime Prevention Specialist

Recommendation:

That the Commission approve the revised job specification for Crime Prevention Specialist as presented.

Discussion:

The Sheriff's Crime Prevention and Public Information Unit provide crime prevention education and general crime information to the County of San Luis Obispo. The unit is currently allocated three full-time positions. Each Crime Prevention Specialist (CPS) is assigned specific areas of responsibility including: rural crime prevention, business and commercial crime reduction and neighborhood watch programs. Also included in the unit, is the Public Information Officer (PIO) in charge of media relations for the Sheriff's Office. The PIO provides media outlets with press releases and interview opportunities to stay abreast of department activities.

A recent vacancy in the Crime Prevention and Public Information Unit led to a review of the current CPS job specification. As currently written, the minimum qualifications include law enforcement education and work experience but do not consider public relations or broadcast journalism education or experience. Similarly, the specification includes minimal reference to the duties that are unique to the PIO assignment. The proposed modifications more clearly define the potential duties and responsibilities of a CPS and broaden the minimum qualifications to be more inclusive. The proposed modifications will result in a broader pool of qualified candidates for future recruitments.

The Administrative Office, Sheriff's Office, Human Resources Department and San Luis Obispo County Deputy Sheriff's Association all support the adoption of this specification as proposed.

Attachments:

Sheriff's Office Organizational Chart
Crime Prevention Specialist (track changes)
Crime Prevention Specialist (track changes – accepted)

6 B(1)

1 **HUMAN RESOURCES DEPARTMENT**

2 ***San Luis Obispo County***

4 **CRIME PREVENTION SPECIALIST**

5 **DEFINITION:**

6 Under direction develops, coordinates and implements crime prevention and education
7 programs ~~and/or related community service~~ media relations —activities for the Sheriff's
8 Department; ~~directs community outreach and public relations activities in support of designated~~
9 programs presents information to the public and media regarding department activities;
10 responds to inquires from the media and community members -and performs other related work
11 duties as required.

12 **REPRESENTATIVE DUTIES:**

13 (Not in order of importance):

- 14 • Develops and implements crime prevention programs such as Neighborhood Watch,
15 Rural Crime Prevention and ~~Personal-personal Safety~~ safety Programsprograms.
- 16
- 17 • Makes presentations to community groups throughout the County.
- 18
- 19 • Recruits, trains and coordinates the efforts of volunteers in support of crime prevention
20 and education programs.
- 21
- 22 • Assesses and analyzes community needs in the development of prevention programs.
- 23
- 24 • Provides training and guidance to the public and businesses in crime prevention
25 practices.
- 26
- 27 • Develops public relations programs and materials and makes ~~various—media~~
28 presentations to promote crime prevention techniques and advise the public of
29 departmental activities.
- 30
- 31 • Conducts commercial and residential security inspections; reviews residential and
32 commercial developments and recommends crime prevention plans.

6B(2)

- Evaluates new developments in physical, personal and property security devices and methods.
- Prepares written reports and maintains statistics on program-department activities.
- Prepares press releases on department activities; schedules press conferences and acts as the Sheriff's spokesperson in response to media inquiries.

EMPLOYMENT STANDARDS:

Knowledge of:

- Security systems and crime prevention techniques
- Law enforcement and community policing programs
- ~~Elements of successful public~~ Community outreach and media relations programs
- Personal and property risk assessments
- Applicable Federal, State and local laws
- ~~Elements of investigative~~ Criminal investigation techniques and procedures
- Crimes statistic collection and reporting
- ~~Basic elements of supervising~~ supervisory and training techniques
- Current computer applications and office equipment
- Investigative journalism techniques and reporting
- Principles of public speaking and communication techniques

Ability to:

- Effectively communicate verbally and in writing
- Independently develop and implement new programs
- Establish and maintain effective relationships with the media, public, volunteers and staff
- Manage outreach activities utilizing a wide variety of community resources

- Identify community needs through community input and observation
- Organize the work of others for successful results
- Operate a computer and assigned office equipment
- Conduct basic training programs in support of staff and volunteers
- Develop, read, and interpret and present narrative and statistical reports
- Make public presentations to the media and community groups

EDUCATION/EXPERIENCE:

Graduation from high school or a GED equivalent. In addition, Either A: Two years of experience in an investigative or a law enforcement agency. ~~One year of the required experience must be as a criminal investigator or, providing crime prevention education~~ or closely related field ~~or consultation;~~ Or B: An AA or AS Associate's degree in Criminal Justice, Police Science Public Relations, Broadcast Journalism or a related field, and one year of related work experience ~~as a criminal investigator or providing crime prevention education or consultation;~~ Or C: ~~Two~~ Three years of experience in a lead capacity as a crime prevention educator or consultant, public relations or broadcast journalism.

LICENSE:

~~Certain positions within this classification may require driving. When driving is an essential function of the position,~~ A valid driver license is required at the time of application. ~~a~~ A valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

OTHER CONDITIONS OF EMPLOYMENT:

Employees in this classification are required to work on-call, weekends and evenings.

CHARACTER: Good moral character as determined by a thorough background investigation, to include a polygraph/computerized voice stress analyzer exam. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or State prison.

Subclass Recruitment:

LB(4)

97 Positions in this classification may be assigned to a special program area such as Crime
98 | Stoppers, Rural Crime Prevention, or Neighborhood Watch or Media Relations. Program
99 vacancy experience requirements may be set forth specifically at the time of recruitment,
100 dependent upon the needs of the department.

101
102 This class specification generally describes the duties and responsibilities characteristic of the
103 position(s) within this class. The duties of a particular position within a multi-position class may
104 vary from the duties of other positions within the class. Accordingly, the essential duties of a
105 particular position (whether it be a multi-position class or a single-position class) will be
106 identified and used by medical examiners and hiring authorities in the selection process. This
107 information will also be made available for review at the time of any recruitment for that
108 position and at such other times as reasonably required.

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111
112
113

Adopted:	7-22-87
Revised:	7-28-93
Revised:	4-25-07

6B(5)

1 **HUMAN RESOURCES DEPARTMENT**

2 ***San Luis Obispo County***

3
4 **CRIME PREVENTION SPECIALIST**

5 **DEFINITION:**

6 Under direction develops, coordinates and implements crime prevention and education
7 programs or media relations activities for the Sheriff's Department; presents information to the
8 public and media regarding department activities; responds to inquiries from the media and
9 community members and performs other related duties as required.

10 **REPRESENTATIVE DUTIES:**

11 (Not in order of importance):

- 12 • Develops and implements crime prevention programs such as Neighborhood Watch,
13 Rural Crime Prevention and personal safety programs.
- 14
- 15 • Makes presentations to community groups throughout the County.
- 16
- 17 • Recruits, trains and coordinates the efforts of volunteers in support of crime prevention
18 and education programs.
- 19
- 20 • Assesses and analyzes community needs in the development of prevention programs.
- 21
- 22 • Provides training and guidance to the public and businesses in crime prevention
23 practices.
- 24
- 25 • Develops public relations programs and materials and makes presentations to promote
26 crime prevention techniques and advise the public of departmental activities.
- 27
- 28 • Conducts commercial and residential security inspections; reviews residential and
29 commercial developments and recommends crime prevention plans.
- 30
- 31 • Evaluates new developments in physical, personal and property security devices and
32 methods.

6 B(b)

- Prepares written reports and maintains statistics on department activities.

- Prepares press releases on department activities; schedules press conferences and acts as the Sheriff's spokesperson in response to media inquiries.

EMPLOYMENT STANDARDS:

Knowledge of:

- Security systems and crime prevention techniques
- Law enforcement and community policing programs
- Community outreach and media relations programs
- Personal and property risk assessments
- Applicable Federal, State and local laws
- Criminal investigation techniques and procedures
- Crimes statistic collection and reporting
- Basic supervisory and training techniques
- Current computer applications and office equipment
- Investigative journalism techniques and reporting
- Principles of public speaking and communication techniques

Ability to:

- Effectively communicate verbally and in writing
- Independently develop and implement new programs
- Establish and maintain effective relationships with the media, public, volunteers and staff
- Manage outreach activities utilizing a wide variety of community resources
- Identify community needs through community input and observation
- Organize the work of others for successful results
- Operate a computer and assigned office equipment
- Conduct basic training programs in support of staff and volunteers

- Develop, read, interpret and present narrative and statistical reports
- Make public presentations to the media and community groups

EDUCATION/EXPERIENCE:

Graduation from high school or a GED equivalent. In addition, Either A: Two years of experience in a law enforcement agency as a criminal investigator, crime prevention educator or closely related field; Or B: An Associate's degree in Criminal Justice, Public Relations, Broadcast Journalism or a related field, and one year of related work experience; Or C: Three years of experience in public relations or broadcast journalism.

LICENSE:

A valid driver license is required at the time of application. A valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

OTHER CONDITIONS OF EMPLOYMENT:

Employees in this classification are required to work on-call, weekends and evenings.

CHARACTER: Good moral character as determined by a thorough background investigation, to include a polygraph/computerized voice stress analyzer exam. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or State prison.

Subclass Recruitment:

Positions in this classification may be assigned to a special program area such as Crime Stoppers, Rural Crime Prevention, Neighborhood Watch or Media Relations. Program vacancy experience requirements may be set forth specifically at the time of recruitment, dependent upon the needs of the department.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. This

99 information will also be made available for review at the time of any recruitment for that
100 position and at such other times as reasonably required.

101

102 Adopted: 7-22-87

103 Revised: 7-28-93

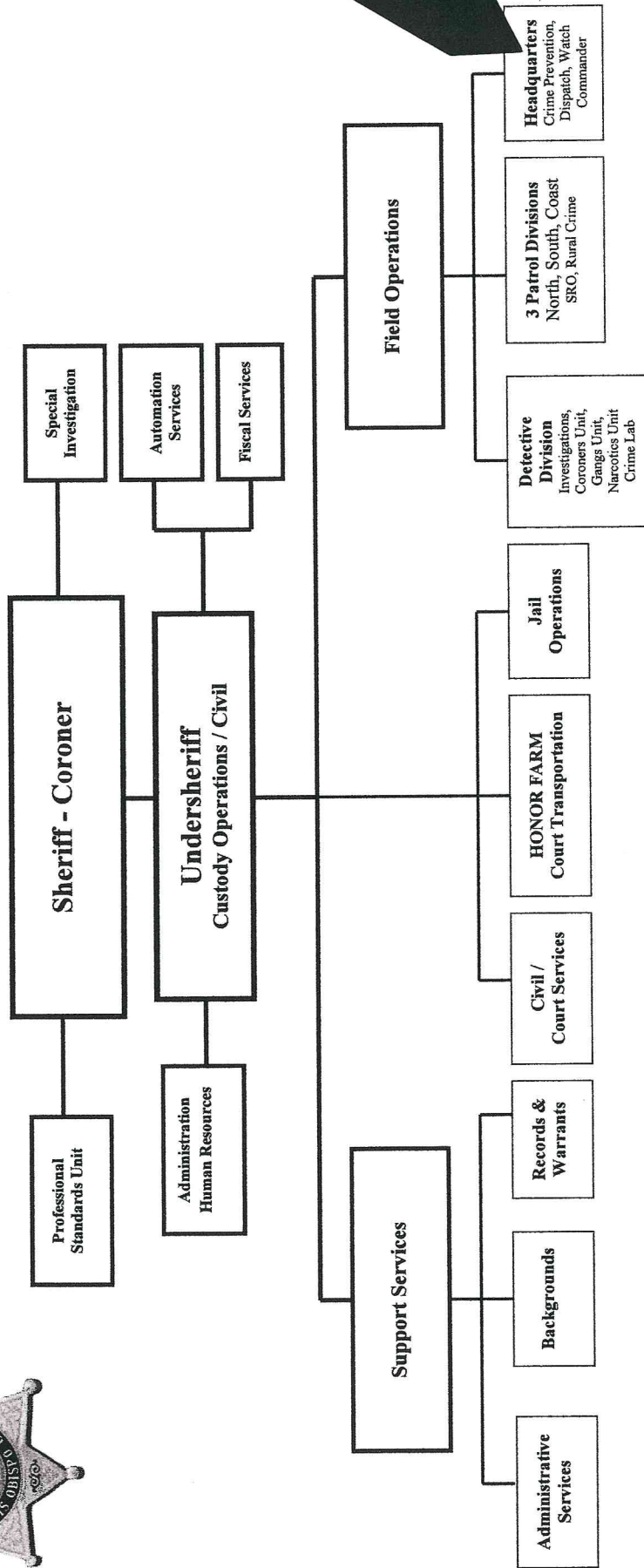
104 Revised: 4-25-07

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6B(9)



SAN LUIS OBISPO COUNTY SHERIFF'S OFFICE ORGANIZATIONAL CHART



6B(10)

Section VII Selection of Officers of the Commission

The Commission shall select and appoint a President and Vice President at the first regular meeting in January of each year, and may do so according to rotation of those positions in the order of the Supervisorial District number which the members represent. The President and Vice President of the Commission shall each hold office for a one-year term. No member shall be eligible to serve as President or Vice President until he or she has served at least eleven months on the Commission. The President and Vice President positions rotate annually among the members of the Commission with the President appointed from Supervisorial District 5 and the Vice President appointed from Supervisorial District 1 beginning in 2013.

In the event a member of the Commission opts not to serve as the President or Vice President during his or her rotation, the Commission may select the member who is next in order to be President and/or Vice President; OR the Commission may exercise its discretion to select and appoint another member as President and/or Vice President.

4



Hi Tami, Heather and Rita,

Here is the proposed revision to the Procedural Guidelines. The first portion is the version showing changes. The second portion is the version showing the new wording for the guidelines.

I hope this arrives in time for inclusion with the agenda packets. If not, please prepare copies for distribution at the meeting.
Thanks, Jeannie

PROCEDURAL GUIDELINES

Proposed Revision

Section IV. Agenda

Purpose of the revision to clarify the exception(s) to paragraph A

A. Agenda for the Commission will be prepared by the Secretary of the Commission, with the Human Resources Director having [redundant] who has discretion as to when and what items [shall -- change to -- will] will be included, except matters set at a specific time by the Commission; matters submitted by the President of the Commission; matters submitted by a majority of the members of the Commission; or matters submitted by less than a majority of the Commission upon approval of the President of the Commission.

B. Items to be included on the agenda of a regular meeting shall be submitted to the Human Resources Director by 5:00 p.m., no later than eight (8) business days prior to the regular meeting, except, matters submitted by the President of the Commission or by a majority of the members of the Commission shall be submitted no later than 1:00 p.m., four (4) business days prior to the regular meeting.

New Wording:

A. Agenda for the Commission will be prepared by the Secretary of the commission, who has discretion as to when and what items will be included, except matters set at a specific time by the Commission; matters submitted by the President of the commission; matters submitted by a majority of the members of the Commission; or matters

9(1)

submitted by less than a majority of the commission upon approval of the President of the Commission.

B. Items to be included on the agenda of a regular meeting will be submitted to the Human Resources Director by 5:00 p.m., no later than eight (8) business days prior to the regular meeting, except, matters submitted by the President of the Commission or by a majority of the members of the Commission shall be submitted no later than 1:00 p.m., four (4) business days prior to the regular meeting.

9(2)